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**JAMAICAN CANADIAN ASSOCIATION  
MINUTES OF ANNUAL GENERAL MEETING  
HELD ON MAY 31, 1998  
AT THE JCA CENTRE**

*Year 2*

CALL TO ORDER: The President called the meeting to order at the hour of 2:10 p.m. and welcomed all present.

A VERSE of the hymn "Blest Be The tide That Binds" was sung, following which PRAYERS were said by Mr. Trevor B. Lewis.

A MOMENT OF SILENCE was observed in memory of members who had passed away during the past year.

CONFIRMATION OF MINUTES OF MEETING HELD ON MAY 25, 1997.

On motion by Mrs. Fay Conville, seconded by Mr. Jos. Thompson, the Minutes of the previous Annual General Meeting which had been previously circulated, was taken as read, and there being no errors or omissions therein, was unanimously adopted.

MATTERS ARISING FROM THE MINUTES:

There were no queries, or comments on the minutes.

WELCOME AND INTRODUCTION OF NEW MEMBERS & VISITORS:

The President requested new members and visitors to stand, identify themselves to the audience, and welcomed each one individually to the meeting. He also expressed the hope that the visitors would become members of the association.

OFFICERS' REPORTS:

EXECUTIVE DIRECTOR:

Quite a number of changes were experienced at the agency this past year. Despite reductions in funding, we continue to provide a high calibre of services to our clients. The organization conducted a task force review last fall. In keeping with the findings of the task force, we have made changes and revised our by-laws accordingly.

Immigrant Settlement Adaptation Program:

This program focuses on delivering sensitive services to new immigrants and others in areas of

cont'd.../2.



immigration, settlement and adaptation, housing, legal or any other requirements within the mandate of the organization. Those newcomers who are more likely to access the services are family class sponsored, as opposed to those who came with an independent status. This year, a consistent number of users were recorded for a total of 25,362 services in areas of sponsorship, employment, education, legal, housing and para-counselling.

When analysed, the predominant users were Jamaicans (81.27% and Trinidadians (14.71%). The remaining 4.02% were from other Caribbean islands, South America (Guyana) and Continental Africa. Of those accessing these services, 68% were female, 32% were male, age range between 15 to 85 years.

### **Accomplishments:**

The increase in clients accessing the program is as a result of the workshops and information sessions conducted in high schools and seniors' residences. Other outreach strategies were implemented which included referrals and presentations to school boards and social services (government) as well as a series of public relations/outreach initiatives with weekly advertisements in local community newspapers and Rogers Cable 10. As a result, client intake increased during the month of September. We also opened another satellite office at the M.T.H.A. at 85 Gilder Drive in Scarborough.

### **Workshops:**

A total of 33 workshops were conducted on a number of topics including education, small business/entrepreneurship, employment, police/law and women's issues.

The past year was challenging with respect to the continuation/consistency of the ISAP program. The change of counsellors had an effect on the program, and during these transitional periods, the numbers were affected. However, with active outreach and a solid networking system in place, along with strong support, client numbers have surpassed the projected level.

### **Newcomer Program:**

There was an increase in the numbers of persons accessing this service. Support and assistance were provided to 904 persons seeking assistance with housing, immigration issues, access to other social services, employment counselling and resume preparation. Of this number 854 received individual counselling. Twenty-six workshops/seminars were conducted to adults and youth in areas of accessing employment, education upgrade and retraining, development of small business and issues pertaining to school suspension and deportation.



**Community Youth Services:**

This is a joint community program with four other community organizations which focuses on youth 15 - 24, three years or less in Canada with issues pertaining to employment, education, training, housing, health and the promotion of adequate settlement into the community. This program is currently being conducted in four schools in addition to the Lawrence Heights Community Centre. A total of 139 clients were provided with services. There were 60 workshops conducted jointly with all partners with 896 participants. This project was jointly funded by the Trillium Foundation and the Department of Immigration and Citizenship. As of March 30, Trillium has discontinued funding of the project and the staff position has now been reduced to half-time.

**Violence Against Women:**

Originally designed for assisting women who are survivors of violence, wife assault and abuse, the program has expanded to include counselling to abused children or those witnessing abuse, as well as abusive males.

There was a significant increase in services this year especially among children. There were 20 new children added to the program in addition to those already receiving counselling in group sessions. Long term and short term counselling were provided to 180 new clients who experienced violence of some form. Counselling was provided to 7 families, telephone counselling and information were given to 35 women. Ten men were also admitted to the program for this year. Sixty-two percent of female clients have experienced sexual assault (rape, incest, etc.) The other 38% have experienced emotional and verbal abuse and physical assault. There was a noted increase in incest survivors, sexual assault victims and seniors with elder abuse who have come forward seeking assistance.

There is an increase in the demand for counselling to men who are mandated by the court to attend counselling and anger control sessions. There is also an increase of males who are accessing the program for counselling.

**Other Program Activities and Accomplishments:**

Led a Women's Support Group from July 1997 to September 1997 for women who have experienced domestic violence.

Developed Clothesline Workshop Project which allowed women who experienced domestic violence to express themselves on T-Shirts. Materials for this project were provided by the City of Toronto and the University of Toronto. T-Shirts are displayed at shopping centres, Metro Hall, universities, colleges and civic centres.



With funding from the Ministry of Citizenship and Culture and Ontario Women's Directorate, we developed a video entitled "Violent Night" in association with Tropicana Community Centre. The video will be launched June 9, 1998 and will be used as an educational tool.

**Community Partners:**

Metro Women Abuse Council of Toronto, Women Supporting Women, Davenport-Perth Neighbourhood Centre, Sexual Assault Care Women's College Hospital; Metro Special Child Committee on Abuse, Metro Toronto Committee Against Wife Assault, Metro Action Committee on Public Violence Against Women and Children, Assaulted Women Helpline, Toronto Children Abuse Centre, The Special Domestic Violence Courts Committee, Rape Crisis Centre for Women/Multicultural Against Rape.

**Areas Needing To Be Addressed:**

There is a distinct need for an Incest/Child Sexual Abuse Counsellor to address the needs of women who are survivors of incest and to provide support and counselling to children who are being abused or living in an abusive situation.

**Caribbean Youth and Family Service:**

This department continues to address significant family issues in the community. Many of the cases come from a diverse referral source and they have become increasingly more entangled with the variety of shareholders in the process. Unfortunately the numbers do not reflect the intensity of the work and time needed to address each issue and assessment continues throughout the counselling process.

Over this past year, the department dispensed services to over 4,000 persons through direct counselling, tutoring, advocacy, support services to inmates in detention centres, in addition to programs that are directly conducted in schools.

**Programs:**

Programs on behavioural issues which impede academic progress are conducted in schools such as Shoreham, Mapleleaf, Oakdale and Brookhaven. Counselling and support are provided to the student in conjunction with the Board of Education's Liaison Worker.

Challenges: There is continuous increase in the need for these services. The greatest challenge to the agency is the ability to continue offering these much needed services in the face of financial constraints and reduction of staff.



**Future Programming:**

The agency has researched and developed special programs that will address identified community needs as it pertains to youth. A parenting program will be in effect as of May 14, 1998. This project will focus on developing a module for healthier children starting with expectant mothers and babies 0 - 6 years of age. Group sessions on nutrition, breast feeding, pre and post natal care will be conducted.

The second project will deal with children and youth 6 - 18 years of age in areas of delinquency and violence in the school environment.

**Acknowledgements:**

We acknowledge the assistance of our funders....The Ministry of Community and Social Services, Ontario Women's Directorate, The Ministry of Citizenship and Culture, Citizenship and Canadian Identity, Citizenship and Immigration Canada, Trillium Foundation, The Rainbow Foundation, United Way, Bell Canada, City of Toronto, City of North York and those donors who give gifts through the United Way's Donor's choice.

*Upon motion duly moved by Mr. Jos. Thompson, seconded by Mr. Roy B.A. Stewart, the foregoing report was adopted:*

**CARRIED.**

**NOTE:** The President requested all staff members present to stand and each one was acknowledged with a round of applause.

**TREASURERS' REPORT:**

A copy of the report presented by Ms. Cyndi Anderson, is appended to these Minutes as **Appendix "A"**.

After its presentation questions were asked and answers given by Ms. Anderson.

*Upon motion by Mr. Frank Wallace, seconded by Mr. Roy B. A. Stewart, the report was adopted, and Ms. Anderson was commended for her years of faithful service to the association:*

**CARRIED.**

**AUDITOR'S REPORT:**

Ms. Sheila Simpson, outgoing Auditor, presented the following report:

Cont'd.../6.



I have audited the balance sheet of The Jamaican Canadian Association (JCA) (a non-profit corporation without share capital incorporated under the Corporations Act, Ontario) as at March 31, 1998 and the related statements of revenue, expenditures & equity for the year ended March 31, 1998. These financial statements are the responsibility of JCA's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material mis-statement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, JCA derives revenue from donations, fundraising and membership dues, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in JCA's records and I was not able to determine whether any adjustments might be necessary to donations, fundraising revenues, membership dues, net loss from operations, net raffle revenues, assets and equity.

In my opinion, except for the effect of adjustments, if any, which I might have determined necessary had I been able to satisfy myself concerning the completeness of the donations, fundraising and membership revenues referred to in the preceding paragraph, the accompanying financial statements presents fairly, in all material respects, the financial position of The Jamaican Canadian Association as at March 31, 1998 and the results of its operation for the year then ended in accordance with generally accepted accounting principles.

(The accompanying notes to the financial statements are an integral part of these statements.)

*Upon motion duly moved by Ms. Sheila Raymond, seconded by Ms. Daphne Bailey, the report was adopted:*

*CARRIED.*

*The President, seconded by Ms. Cyndi Anderson, moved a vote of thanks to Mrs. Simpson for the many years of faithful service to the association:*

*CARRIED.*

#### APPOINTMENT OF NEW AUDITOR:

The President introduced Ms. Donna Goldson, who was recommended to fill the position as Auditor to the association:

cont'd.../7.



*Mr. Frank Wallace, seconded by Ms. Bernice Bailey, moved adoption of the recommendation that Ms. Donna Goldson be appointed as Auditor to the association;*

**CARRIED:**

**GUEST SPEAKER - MR. BRIAN SMEENK:**

Ms. Pauline Tomlinson, Vice President, introduced Mr. Brian Smeenck, of the firm of McCarthy Tetraault, Barristers and Solicitors, who addressed the membership.

Ms. Tomlinson moved a vote of thanks to Mr. Smeenck for taking time from his busy schedule to address the meeting.

4:00 p.m.      There was an intermission for refreshments:

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4:30 p.m.      The meeting reconvened:

**PRESIDENT'S REPORT:**

It is a pleasure and honour for me to present my second report. While we had many challenges, I can say with confidence that we had a good year. Our successes during the past year are a direct result of the dedication and commitment of our membership, our volunteers and staff.

I would like to take this opportunity to thank the many volunteers, those involved in bingos, in organizing social events, workshops, seminars and all the many other activities that we arranged during the past year. To our staff, a heartfelt thank you. Like the association, the staff had to overcome many difficulties this past year. To our Auditor, Mrs. Simpson, who stayed on for a year longer than anticipated, "thank you for a job well done". To the seniors - you are an inspiration, your vitality and commitment are motivation for many of us. To all the board members, committee members and our "music and equipment manager" Frank Wallace, thank you!

The following summarizes the main activities that I was involved with over the past year.

**Fundraising & Building Renovations:**

As I reported previously, it was our hope to start the building renovations in March, but we could not because to get a construction loan the bank requires that we come up with 40% of the total cost of the construction before they will approve a loan.

Cont'd.../8.



It is now two years and three months since we bought the building. The status quo is no longer an option. It is too costly. It is costing us approximately \$4,000 for every month the building remains unfinished.

Between January and March we met with two Cabinet Ministers (Sergio Marchi and David Collenette) and several MP's to discuss a federal government grant to help with our construction cost. As a result of those meetings, we submitted a formal request for assistance to Heritage Minister, Sheila Copps.

We also launched a letter-writing campaign in support of our request. Many community organizers have sent letters of support to the government on our behalf. The government gave two other community organizations grants in the past year. In view of this, our case for government assistance is strong.

Our second car raffle is now in progress. We hope to sell 30,000 raffle tickets by August 29<sup>th</sup>. In August we will assess our financial situation to determine how much money we need to borrow. We will prepare a proposal for a construction loan which we will take to another bank, a trust company and a credit union. Hopefully we will have a better prepared proposal, and with more money raised, together with going to three different lending institutions, we should be successful in getting the loan. That is our Plan A. If that does not work, we will implement Plan B. With Plan B we will use whatever money we have as of August 1998 to, hopefully, finish a banquet hall, kitchens and washrooms. The consensus among the board members is to begin the renovations in September 1998 either way.

I would like to say thanks to Kamala Jean Gopie for her dedication and commitment to our fundraising campaign.

Our tax cancellation is still not finalized. Legislation cancelling our taxes was passed in December 1997. However, with the new municipal structure, a new motion has to pass through the new City Council. I have been informed that this will be done in May. We are also faced with the uncertainty regarding the school portion of the tax which is no longer the responsibility of the school board. Control is now in the hands of the provincial government.

We are in regular contact with the provincial government and they have informed us that the situation is under review and they will, hopefully, make a decision soon. Other community organizations that had their taxes cancelled in 1997 are in the same situation. We will continue to press the government for a favourable ruling.

#### **Administration:**

There were a number of staff changes during the past year. The most significant being the position



of Executive Director. We were fortunate to rehire a former Executive Director, Haari Abou Korrat. She is doing a good job securing increased funding for our programs. Under her guidance we were successful in our request for increased funding from United Way.

While our United Way funding was increased, funding in other areas were either reduced or cancelled.

We have moved the CYFS offices into 995 Arrow Road. This move will save us approximately \$1,250 per month.

#### **Task Force Review:**

The Task Force recommendations have been implemented. For example, the newsletter now has an article from the Jamaica Consulate in every issue. We have expanded the circulation base. The recommendations dealing with membership issues are all in place. Our list is now up to date. Responses to our renewal notices have been excellent. We were able to meet our target of 150 new members. Membership Services was one area that the Task Force recommended that we improve upon, so we are quite pleased with the results.

#### **Advocacy:**

In the fall we met with the Solicitor General to discuss policing. A month later the government appointed former Judge George Adams to review the relationship between the police and the SIU. We met with Judge Adams several times and made many recommendations. We are hopeful that his report will lead to some positive changes.

We continue to speak out on issues that impact on our community. During the past year we made presentations to the Police Services Board on the issue of police accountability. We also spoke out against the election of Norm Gardner to chair the Police Services Board. After his election I held discussions with him and brought our concerns to his attention. We organized a town hall meeting with Mr. Gardner as guest speaker. He heard the concerns of our community and indicated his willingness to work with us to improve the relationship between our community and the police.

In the last municipal elections we joined forces with several other organizations in sponsoring a mayoral debate. We also hosted an all-candidates debate at the Centre.

During the year we worked in partnership with other organizations such as Tropicana, NAC, JFFCA, Metro Police 31 Division and the John Brooks Scholarship Foundation. Together with the Congress of Black Women and the African Canadian Legal Clinic, we launched a Supreme Court challenge to government's immigration laws. It is our contention that the laws discriminate against women of colour, especially those working as domestics.



In April we held talks with the Ontario Leader of the Opposition, Dalton McGuinty. One of the topics we discussed was a credit union charter. With all the bank mergers taking place, credit unions will be more important and necessary. He promised to press the government on the issue.

During the year our support for and presence at various community activities was very visible. We gave a strong support to Milestone Communications in their bid for a radio station licence.

**Summary:**

A year ago I listed the following as priorities for the year (1) fundraising, (2) completion of our building renovations, (3) membership growth, (4) advocacy, (5) maintaining strong linkages with other community organizations, and (6) implementation of the task force recommendations.

A review of my report will confirm that we have delivered in five of the six areas. I am making one commitment to you today. If I am re-elected as president, the building renovations will begin in September.

My sincere thanks to all my colleagues on the Board for your commitment and contribution during the past year and during my first term as president. To those Board members not returning, we know you are leaving the Board, but not the Association.

Over the past two years we have faced many challenges during which I tried my best to make sure that the organization remained strong and vibrant. Through all the difficulties encountered I have remained committed, because for me it is not only a privilege, but an honour to serve as president of the best and most respected organization in the Jamaican/African/Caribbean community.

Yours in solidarity.

HERMAN STEWART.

*Upon motion duly moved by Mr. Frank Wallace, seconded by Mr. Trevor B. Lewis, the report was adopted.*

*CARRIED.*

**VICE PRESIDENT'S REPORT**

I am pleased to present to you this report, culminating my first year as First Vice-President.

The past year, 1997/1998 witnessed significant accomplishments, the most noteworthy of these being the final approval of the rezoning of our building. This has paved the way for us to meet the challenge of securing funds for the building renovation.

During the year, there was a change in Executive Directors. Despite many attempts, we were unable

Cont'd.../11.



to resolve a conflict in respect of objectives and goals with the previous Executive Director.

We were fortunate to obtain the services of a past Executive Director, Haari Abou Korrat, who rejoined the Association. On behalf of all of you, I wish to acknowledge her efforts and to reaffirm our continued support.

As Chair of the Management Committee, I dealt with a number of issues including the role and responsibility of the Executive Director, staff morale, goal congruence and organizational objectives. I am encouraged by the support of the Association's staff throughout the year and we have seen an increase in morale and enthusiasm which has been evidenced by their attendance at many membership functions. I wish to thank all the staff members who performed beyond the call of duty during the changeover of Executive Directors. It is my goal to continue to foster a continuing dialogue between staff and board which should contribute to the cohesiveness of the association.

I have actively participated in the social service programmes. I met with representatives from the Ministry of Community and Social Services and obtained valuable information with respect to the relevant social service programmes. I was a member of the presentation panel in respect of programme funding by United Way and the former North York City. Haari Abou Korrat, prior to assuming the position of Executive Director, Cyndi Anderson, Treasurer, and I burnt the midnight oil in our efforts to complete the United Way proposal on time. Special thanks to both of them.

I attended several group sessions relating to the violence against women programme. This is a necessary and invaluable social programme and the information gleaned from those visits emphasized the need for continued support in our community for women at risk and their children.

Michelle Allick, a staff member, organized a career fair for youths which was very successful. I was pleased to be a contributor to that project and I attended the fair and provided information with respect to the Certified Management Accountant and the Certified General Accountant programmes as well as the requirements for becoming a Revenue Canada Auditor. I hope we will repeat this service in the coming year.

In November 1997, the Board of Directors, founding members, some members of staff and other stakeholders participated in a preview of the task force recommendations which had been presented by a task force chaired by the previous First Vice-President. At that week-end review, we agreed on proposed new directions in respect of the composition of the board and other matters. We are now in the process of implementing some of these changes and we will be electing, today, board members for new portfolios, namely, Public Relations and Youth Services. These changes should herald renewed growth and development for the association.

I have, where time permitted, supported the functions of the Association. These included events celebrating Jamaica's independence, Kwaanza and Black History Month. I was the M.C. at the Senior's Dinner which was a huge success.

Cont'd.../12.



Where the President was unable to attend community functions or speak on community issues, I assumed the responsibility of representing the Association at his behest. In this regard, I have been involved with the following activities.

- Welcomed the induction of the Bank of Nova Scotia as a "Friend of Jamaica". An award was presented by the Director of Tourism (Jamaica), Ms. Fay Pickersgill. Michael Escoffery's paintings and prints were exhibited.

- Represented the Association at the West Indian Beauty Pageant hosted by Lloyd's Photography.

- Presented greetings from the Board at a conference hosted by JCA Women's Committee and the National Action Committee on the Status of Women. I am sure that the Women's Committee Chair, Pam Powell, will report on this successful conference.

- Read one of the lessons at the Kay Baxter Memorial Service.

- Represented the Association at a conference hosted by the Police Community Liaison Committee. Theme of the workshop was "Reaching Out to Diverse Communities". A summary of my presentation is published in the current issue of the "In Focus", I hope that you will take time to read it.

The President, Herman Stewart, the 2nd Vice-President, Alton Telfer and I met with a loan officer from the Royal Bank of Canada to obtain information with respect to the procurement of a loan to renovate the building. The President has reported throughout the year on the status of this matter.

Although I was unable to attend the Women's Committee meetings, Pam Powell kept me informed. As always, this committee has distinguished itself in the past year by speaking out on women's issues and providing information with respect to women's health, workplace and family issues. Their 5-Year Action Plan has been approved by the Board and the committee's agenda and activities will be reported monthly in the coming year by the Women's Committee Chair as the role of non-voting member of the Board is assumed.

I wish to take this opportunity to thank Mr. Brian P. Smeenk, Barrister and Solicitor, and the reputable firm of McCarthy, Tetrault for the legal services that they have donated to the Association. Mr. Smeenk has kindly consented to address the membership at our annual meeting, today. He brings a wealth of knowledge and experience and we are extremely grateful for his time and consideration.

On a personal note, I must commend my daughter, Asha Tomlinson, who was sometimes railroaded by her mother, upon short notice, to provide entertainment at some of our social functions. Asha and her friends have performed excellently for the seniors, for Black History Month and, more recently



at the Mother's Day Brunch. I hope that, upon graduation from university, Asha will provide the totality of her leadership and other talents for the enhancement of the Association. Special thanks to all the other young ladies: Tanya Andrews, Tara Bennett, Nyasha Edwards and Yanique Keen.

We will miss the board members who have decided not to seek re-election (Cyndi Anderson, Barbara Thomas and Alton Telfer). We wish to acknowledge their tremendous contribution to the Board of Directors.

Cyndi Anderson deserves special mention for service beyond the call of duty in her role as Treasurer and custodian of the organization's assets. The association's financial well-being has been in extremely capable hands during her tenure.

I join with all of you in the desire to see the building renovations completed and the building functional. We must encourage all people of African and Caribbean heritage and other supporters of our community to contribute to our fundraising efforts.

In closing, it is my fervent wish that in the coming fiscal year, the board's decision-making process will be effectively stream-lined to reflect the consensus and participation of all board members.

I thank you for the opportunity to serve you and will continue to do so to the best of my ability, despite time constraints.

Pauline Tomlinson,  
First Vice-President.

*Upon motion duly moved by Ms. Pam Powell, seconded by Mr. Fred Irving, the report was adopted.*

*CARRIED.*

#### ELECTION OF OFFICERS -

The following were elected (or re-elected) to office:

<u>Office</u>	<u>Elected</u>	<u>Term</u>
President	Mr. Herman Stewart	2 Years
Chair, Fundraising Committee	Ms. Pat Williams	2 Years
Chair, Public Relations Committee	Mr. Fred Irving	1 Year
Chair, Youth Affairs Committee	Mr. Ansel Bather	2 Years
<u>Trustees</u>	Mr. Byron Carter	2 Years
	Mr. Gifford Walker	2 Year
	Ms. Maria Williams	2 Years
		cont'd.../14.



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Pauline Tomlinson,  
First Vice-President.

*Upon motion duly moved by Ms. Pam Powell, seconded by Mr. Fred Irving, the report was adopted.*

*CARRIED.*

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Chair, Fundraising Committee	Ms. Pat Williams	2 Years
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Chair, Youth Affairs Committee	Mr. Ansel Bather	2 Years
<u>Trustees</u>	Mr. Byron Carter	2 Years
	Mr. Gifford Walker	2 Year
	Ms. Maria Williams	2 Years

cont'd.../14.



	Ms. Lana Salmon	1 Year
	Mr. Neville Walters	1 Year
Seniors' Group Representative	Ms. Ruth Morris	
Women's Group Representative	Ms. Pam Powell	

The President thanked Mr. Solomon Spencer and the Nominating Committee for selecting and recommending candidates for election to the above offices.

MOTION RE: POSITION AS TREASURER:

*It was moved by Mr. Vincent Conville, seconded by Ms Daphne Bailey:*

*WHEREAS there was no candidate available for the position of Treasurer;*

*THAT Ms. Cyndi Anderson be requested to continue to act as Treasurer of the association pending the appointment of a new Treasurer;*

*AND FURTHER, that the Nominating Committee be requested to conduct a search for a suitable candidate for the position of Treasurer and to report thereon to the next membership meeting:*

CARRIED.

COMMITTEE CHAIRS' REPORTS:

The following reports were regularly adopted, as recorded in the Annual Report 1997/98 and circulated along with the agenda:

- |    |                                     |   |          |
|----|-------------------------------------|---|----------|
| 1) | Report of the Building Committee    | - | Page 13  |
| 2) | Report of the Education Committee   | - | Page 14  |
| 3) | Report of the Fundraising Committee | - | Page 16  |
| 4) | Report of the Membership Committee  | - | Page 17  |
| 5) | Report of the Social Committee      | - | Page 28  |
| 6) | Report of the Women's Committee     | - | Page 30. |

cont'd.../15.



ADJOURNMENT:

*It was moved by Mr. Uriel Soares, seconded by Ms. Pam Powell, that the meeting be adjourned:*

*CARRIED.*

The meeting adjourned at the hour of 6:15 p.m.

APPROVED:

\_\_\_\_\_  
HERMAN STEWART, President

\_\_\_\_\_  
HECTOR A. GRAY, Executive Secretary.



**JAMAICAN CANADIAN ASSOCIATION**

**TREASURER'S REPORT**

**For The Fiscal Year Ended March 31, 1998**

*Use  
Audited figures  
1988-1999*

Respectfully submitted by:  
Cyndi Anderson  
May 31, 1998



# **Jamaican Canadian Association**

## **Financial Statements**

*For the fiscal year ended March 31, 1998*

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**Jamaican Canadian Association****Balance Sheet***As at March 31, 1998 (with 1997 comparative figures)*

	1998	1997
<b>Assets</b>		
Current Assets:		
Cash and cash equivalent (Note 4)	\$ 129,903	\$ 171,949
Goods & service tax receivable	4,895	5,091
Grants receivable (Note 5)	33,213	19,472
Prepaid expenses	<u>6,091</u>	<u>7,717</u>
Total Current Assets	<u>\$ 174,102</u>	<u>\$ 204,229</u>
Capital Assets (Note 3)		
Land	\$ 186,825	\$ 186,825
Building & improvements	<u>719,020</u>	<u>661,562</u>
Total costs	<u>\$ 905,845</u>	<u>848,387</u>
Less: accumulated amortization	<u>\$ (54,285)</u>	<u>\$ (27,785)</u>
Total Capital Assets	<u>\$ 851,560</u>	<u>\$ 820,602</u>
<b>Total Assets</b>	<u><b>\$ 1,025,662</b></u>	<u><b>\$ 1,024,831</b></u>
<b>Liabilities &amp; Equity</b>		
Current Liabilities:		
Payroll taxes payable	\$ 11,874	\$ 15,757
Accounts payable	22,187	12,640
Unearned grants (Note 6)	22,020	36,651
Mortgage interest payable	<u>2,709</u>	<u>2,303</u>
Total Current Liabilities	<u>\$ 58,790</u>	<u>\$ 67,351</u>
Long-term Liabilities:		
Mortgage loan (Note 7)	<u>\$ 359,469</u>	<u>\$ 364,310</u>
<b>Total Liabilities</b>	<u><b>\$ 418,259</b></u>	<u><b>\$ 431,661</b></u>
<b>Equity</b>	<u><b>\$ 607,403</b></u>	<u><b>\$ 593,170</b></u>
<b>Total Liabilities &amp; Equity</b>	<u><b>\$ 1,025,662</b></u>	<u><b>\$ 1,024,831</b></u>

*The accompanying notes to the financial statements are an integral part of these statements.*



**Jamaican Canadian Association**  
**Statement of Revenue, Expenditures & Equity**

*For the fiscal year ended March 31, 1998 (with 1997 comparative figures)*

	1998	1997
<b>Revenue:</b>		
Government grants	\$ 522,293	\$ 536,345
Fundraising	86,394	108,141
Donations	60,457	35,947
Rental income	38,615	38,615
Miscellaneous income	17,175	22,298
Membership dues	5,545	4,180
Interest income	2,370	1,065
Total revenue	<u>\$ 732,849</u>	<u>\$ 746,591</u>
<b>Expenditures:</b>		
Salaries and benefits	\$ 427,943	\$ 449,288
Building(See Schedule 2 attached)	94,866	101,877
Fundraising costs	46,246	60,100
Rent	23,124	26,511
Office supplies & general expenses	19,907	25,169
Advertising & promotion	14,204	3,791
Telephone & fax	10,589	11,406
Donations, scholarships & community activities	10,570	4,013
Administrative, occupancy costs	10,388	14,308
Professional fees	10,445	8,187
Printing, postage & delivery	8,166	8,909
Members' services	7,482	4,530
Seminars & staff development	4,122	5,944
Interest & bank charges	2,174	1,792
Insurance	1,890	1,985
Total expenditures	<u>\$ 692,116</u>	<u>\$ 727,810</u>
Excess of revenue before amortization expense	<u>\$ 40,733</u>	<u>\$ 18,781</u>
Less: Amortization expense	<u>\$ (26,500)</u>	<u>\$ (25,645)</u>
Net loss from operations before building raffle	<u>\$ 14,233</u>	<u>\$ (6,864)</u>
Net proceeds from raffle	<u>\$ -</u>	<u>\$ 43,370</u>
Net increase in equity during the current year	<u>\$ 14,233</u>	<u>\$ 36,506</u>
Add: Members' equity, beginning of the year	<u>\$ 593,170</u>	<u>\$ 556,664</u>
Members' equity, end of the year	<u>\$ 607,403</u>	<u>\$ 593,170</u>

*The accompanying notes to the financial statements are an integral part of these statements*

## **Jamaican Canadian Association**

### **Notes to the Financial Statements**

*For the fiscal year ended March 31, 1998*

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#### **1. Nature of Activities:**

Jamaican Canadian Association is incorporated under the Corporations Act of Ontario as a non-profit corporation without share capital. The Association is administered by an elected Board of Directors and work with several government and social agencies in providing services, such as family counselling, immigrant settlement, cultural education and academic upgrading.

#### **2. Significant Accounting Policies:**

(a) Revenue and expenses are accounted for on the accrual method, except for donations, membership dues and fundraising. These amounts are recorded as revenue when received.

(b) Government grants are treated as income of the Association and thus included in the Association's total revenue. The difference between government grants contribute and the amounts expended therefrom is shown as a liability/receivable and does not form part of the members' equity.

© Capital assets, except for land and building, acquired prior to 1996 were fully written off in the year of acquisition as capital costs. The costs of the newly acquired property known as 995 Arrow Road have been capitalized as capital assets. The portion of the costs relating to the building is being amortized at the rate of 4% per annum on the declining balance basis.

#### **3. Capital Assets:**

	Gross \$	Accumulated Amortization \$	Net Book Value \$
Land	186,825	-	186,825
Building	719,020	54,285	664,735
Total capital assets	<u>905,845</u>	<u>54,285</u>	<u>851,560</u>

*The accompanying notes to the financial statements are an integral part of these statements*



**Jamaican Canadian Association**  
**Notes to the Financial Statements**  
*For the fiscal year ended March 31, 1998*

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**4. Cash and Cash Equivalent:**

Cash and cash equivalent includes restricted funds as follows:

Government funds not available for administrative purposes.	\$ 22,020
Reserved for building construction	<u>58,375</u>
Total restricted cash	<u>\$ 80,395</u>

**5. Grants Receivable:**

Grants receivable relate to monies owing from several funders. All amounts have been received subsequent to the year end.

**6. Unearned Grants:**

Unearned grants relate to monies received in the current year to be applied to a subsequent year. These funds are restricted to specific projects and are not available for the day -to day operation of the Association.

**7. Mortgage Loan:**

Mortgage loan represents the balance owing on the property known as 995 Arrow Road. The loan is being repaid at the monthly rate of \$ 3,062. The rate of interest on the loan is fixed at 8.875% per annum.

*The accompanying notes are an integral part of the financial statements*

**Jamaican Canadian Association**  
**Schedule Of Revenue And Expenditures**  
**Core Funds**

*For the fiscal year ended March 31, 1998 (with 1997 comparative figures)*

	<b>Schedule 1</b>	
	<b>1998</b>	<b>1997</b>
<b>Revenue:</b>		
Fundraising	\$ 86,394	\$ 105,065
Grants	72,729	72,843
Donations	9,374	12,241
Membership dues	5,545	4,180
Miscellaneous	4,214	6,948
Interest income	<u>308</u>	<u>1,065</u>
Total revenue	<u>\$ 178,564</u>	<u>\$ 202,342</u>
<b>Expenditures:</b>		
Employees salaries & benefits	\$ 53,152	\$ 59,617
Fundraising costs	46,246	60,100
Professional & consultant fees	8,415	4,175
Office supplies & general expenses	7,084	14,684
Donations, scholarships & community activities	7,070	4,013
Members' services	5,931	1,953
Printing, postage & delivery	5,056	6,455
Telephone & fax	4,121	4,402
Advertising & promotion	2,596	3,382
Interest & bank charges	2,174	1,792
Insurance	1,890	1,985
Staff development	<u>1,451</u>	<u>1,373</u>
Total expenditures	<u>\$ 145,186</u>	<u>\$ 162,431</u>
Excess revenue over expenditures	<u>\$ 33,378</u>	<u>\$ 38,411</u>

*The accompanying notes to the financial statements are an integral part of these statements.*



**Jamaican Canadian Association**  
**Schedule Of Revenue And Expenditures**  
**Building-995 Arrow Road**

*For the fiscal year ended March 31, 1998, with 1997 comparative figures*

**Schedule 2**

	1998	1997
<b>Revenue:</b>		
Rental income	\$ 38,615	\$ 38,615
Miscellaneous	12,961	16,850
Interest income	2,062	-
Fundraising	-	3,076
<b>Total earned revenue</b>	<b>\$ 53,638</b>	<b>\$ 58,541</b>
<b>Expenditures:</b>		
Realty & property taxes	\$ 39,279	\$ 37,677
Mortgage interest	29,596	32,315
Utilities	13,304	12,704
Repairs & maintenance	8,210	15,965
Insurance	3,626	2,330
Miscellaneous	851	886
<b>Total expenditures</b>	<b>\$ 94,866</b>	<b>\$ 101,877</b>
<b>Net loss from operation of building before donations &amp; amortization</b>	<b>\$ (41,228)</b>	<b>\$ (43,336)</b>
<b>Add: Donations</b>	<b>\$ 48,583</b>	<b>\$ 23,706</b>
<b>Net income (loss) before amortization</b>	<b>\$ 7,355</b>	<b>\$ (19,630)</b>
<b>Deduct : Amortization expense</b>	<b>\$ (26,500)</b>	<b>\$ (25,645)</b>
<b>Excess expenditures over revenue</b>	<b>\$ (19,145)</b>	<b>\$ (45,275)</b>

*The accompanying notes to the financial statements are an integral part of these statements*

**Jamaican Canadian Association****Schedule of Revenue And Expenditures-Regular Programs***For the fiscal year ended March 31, 1998 (with 1997 comparative figures)***Schedule 3**

	1998	1997
<b>Revenue:</b>		
Government grants	363,629	349,947
Donation	2,500	-
Total revenue	<u>\$ 366,129</u>	<u>\$ 349,947</u>
<b>Expenditures:</b>		
Salaries & benefits	\$ 309,063	\$ 294,141
Rent	23,123	23,816
Office supplies & general expenses	12,131	6,778
Administration costs	6,858	6,988
Telephone & fax	5,968	6,113
Printing, postage & delivery	3,110	2,454
Seminars & staff development	1,706	4,371
Professional fees	1,524	2,400
Advertising & promotion	1,508	309
Membership services	1,137	2,577
Total expenditures	<u>\$ 366,129</u>	<u>\$ 349,947</u>
Excess of revenue over expenditures	<u>\$ Nil</u>	<u>\$ NIL</u>

*The accompanying notes to the financial statements are an integral part of these statements*



Shelley J. Simpson C.A.

Chartered Accountant

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**Jamaican Canadian Association  
Schedule Of Revenue And Expenditures  
Special Projects**

*For the fiscal year ended March 31, 1997 (with 1996 comparative figures)*

	<b>Schedule 4</b>	
	<b>1998</b>	<b>1997</b>
<b>Revenue:</b>		
Government grants	\$ 85,935	\$ 112,055
<b>Expenditures:</b>		
Salaries & employees benefits	\$ 66,680	\$ 95,530
Advertising & promotion-film project	10,100	100
Administration costs	3,530	11,177
Community activities	3,500	-
Staff development	965	200
Office & general	560	3,707
Telephone	500	891
Consultants & professional fees	100	450
Total expenditures	\$ 85,935	\$ 112,055
Excess revenue over expenditures	\$ Nil	\$ NIL

In my opinion, except for the effect of adjustments, if any, which I might have determined necessary had I been able to audit certain accounts, the accompanying financial statements present fairly, in all material respects, the financial position of The Jamaican Canadian Association as at March 31, 1997, and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Markham, Ontario

May 15, 1998

The accompanying notes to the financial statements are an integral part of these statements



# **Sheila J. Simpson C.A.**

**Chartered Accountant**

**P.O. Box 27124, 500 Rexdale Blvd., Etobicoke, Ontario, M9W 6S8 Tel (416) 675-3506**

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## **Auditor's Report**

***To the members of the Jamaican Canadian Association:***

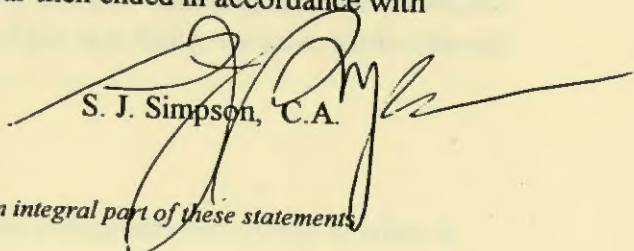
I have audited the balance sheet of **The Jamaican Canadian Association(JCA)** (a non-profit corporation without share capital incorporated under the Corporations Act, Ontario) as at March 31, 1998 and the related statements of revenue, expenditures & equity for the year ended March 31, 1998. These financial statements are the responsibility of **JCA's** management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, **JCA** derives revenue from donations, fundraising, and membership dues, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in **JCA's** records and I was not able to determine whether any adjustments might be necessary to donations, fundraising revenues, membership dues, net loss from operations, net raffle revenues, assets and equity.

In my opinion, except for the effect of adjustments, if any which I might have determined necessary had I been able to satisfy myself concerning the completeness of the donations, fundraising and membership revenues referred to in the preceding paragraph, the accompanying financial statements presents fairly, in all material respects, the financial position of **The Jamaican Canadian Association** as at March 31, 1998 and the results of its operation for the year then ended in accordance with generally accepted accounting principles.

Etobicoke, Ontario  
May 15, 1998

  
S. J. Simpson, C.A.

*The accompanying notes to the financial statements are an integral part of these statements.*